

Manchester Community College
Educational Assistant, Data and Reporting Analyst
Part Time, 17 hours/week

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Location: Manchester Community College, Manchester, CT
Hours: 17 hours per week
Salary: \$27.50 per hour
Closing Date: February 19, 2015

General Knowledge: A bachelor's degree is required in an appropriately-related field together with one to four years of related experience; or a combination of education, training and experience that would lead to the competencies required for successful performance of the position's essential duties.

Substitution Allowed: Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their experience has prepared them for the responsibilities of this position.

Duties:

The Data and Reporting Analyst will be responsible for tracking goals, deliverables and participant progress throughout the three year grant period and work with the CAMI (Connecticut Advanced Manufacturing Initiative) Research Analyst to establish mechanisms for sustainable reporting in year 4. Responsibilities of the Data and Reporting Analyst will include but are not limited to the following:

- Collect student demographic information and keep records on numbers of students attending information sessions, orientations and other grant-related and grant-funded activities.
- Record student progress from intake through assessment, enrollment and program completion.
- Track students participating in tutoring, internships, apprenticeships and job placement as well as following up on students after graduation.
- Document student successes, lessons learned and other anecdotes required to develop comprehensive grant reports.
- Attend period grant review meetings and prepare required documentation for MCC and other community college activities in the grant.
- Support the development of marketing and program materials for CAMI courses and programs.

Application Instructions: Send letter of interest, resume, and the names of three professional references to the address below:

Catherine Seaver, Interim Associate Dean of Student Affairs
Manchester Community College
Great Path MS #9
PO Box 1046
Manchester, CT 06045-1046

cseaver@manchestercc.edu

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.